



Communities are groups of pages in the EPA Portal that are designed to meet the business needs of users who share similar interests or perform similar tasks. As such, the Community concept allows the Portal to efficiently organize information, appropriately control access, and personalize member experience. Communities of which you are a part are listed on the left navigation bar.

The current EPA Portal framework anticipates three types of inter-related communities:

- **All EPA Staff** - Provides access to information and tools that any EPA user would want to utilize. The “All EPA Staff” communities are managed by OEI for use by all Portal users across the Agency.
- **Specific Media Office Staff** – Provides access to Portal pages that are organized into functional, programmatic topic areas so that users can quickly find the resources related to the type of analysis/work they are performing. This type of community is managed by Program Offices or Regions to meet the needs of their users.
- **EPA Managers** - This type of community enables simplified, controlled access to standard contracts, grants, interagency agreement (IAG), and personnel information that are of interest to and personalized for EPA management. This community may be managed by the Office of the Chief Financial Officer (OCFO), with input from the Program Offices and Regions.

After you enter the Portal you can request access to a Community, using the *Request Access to a Community* link.

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| <i>Step 1:</i> | Enter the Portal using your ID and password.                                 |
| <i>Step 2:</i> | Click on the <i>Community Access</i> link.                                   |
| <i>Step 3:</i> | Select the Community or Communities to access                                |
| <i>Step 3:</i> | Submit request   |
| <i>Step 4:</i> | The request is routed to the Community Manager                               |
| <i>Step 5:</i> | Community Manager reviews the request  |
| <i>Step 6:</i> | Community Manager approves or rejects the request                            |
| <i>Step 7:</i> | The user gets an email notifying them in which communities they are included |

### **Who to Contact for Help**

For questions, concerns, or assistance in using the Portal, contact the EPA Customer Call Center at 1-866-411-4EPA or [epacallcenter@epa.gov](mailto:epacallcenter@epa.gov).